

DUBLIN CITY UNIVERSITY: Dungeons and Dragons Society CONSTITUTION

1. **Name of Society:**

1.1 The name of the Society shall be Dungeons and Dragons Society.

2. **Aims & Objectives:**

The aims and objectives of the Society are as follows:

- 2.1 To facilitate the playing of Dungeons and Dragons in all its forms.
- 2.2 The promotion of the game Dungeons and Dragons in all its forms.
- 2.3 To foster the development of members as players, dungeon masters and individuals.
- 2.4 To provide a forum for members to interact and socialize through playing and non-playing activities.
- 2.5 To assist Dungeons and Dragons members to represent the society at a higher level.
- 2.6 To include all campuses of DCU and attempt to get the largest catchment of people interested in Dungeons and Dragons where possible

3. **Members:**

- 3.1 Membership of the Society shall be open to all students, staff and graduates of Dublin City University.
- 3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.
- 3.3 The Society recognizes the importance, experience and knowledge that graduates and former students bring to the society, therefore we will endeavor to maintain contact with such former members as wish to retain their connection with the Society where possible.
- 3.4 To this end the Governing Executive Committee of the Society shall be empowered to create a class of "Associate Member" of the Society.

- Graduate Membership shall be open to former members of the society who are no longer students of Dublin City University. It shall not be a requirement of associate membership that such members should hold a degree or any other academic award give by Dublin City University
- Associate Members shall pay an annual membership fee to the Society. The amount of this fee shall be determined by the Governing Executive

Committee, but may be altered by a majority vote at a general meeting of the Society. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.

- Associate Members shall be ineligible for election to the society's governing committee
- Associate Members shall be entitled to attend all general meetings of the society. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the society.
- Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the Society
- The rights of an Associate Member shall not exceed those of an ordinary member of the society

3.5 All members shall be bound by this constitution

4. **Governing Executive Committee:**

- 4.1 The Society shall have a Governing Executive Committee (The Committee).
- 4.2 The Committee shall run the society of behalf of its members and in accordance with the aims and objectives and in compliance with the regulations set down by the Society Life Committee
- 4.3 Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 4.4 A quorum shall be 50% of committee members.
- 4.5 Where urgent matters arise, and quorum is not met the chairperson shall make preliminary decisions on the matter.
- 4.6 The Committee shall consist of:
- Chairperson
 - Secretary/Accessibility Officer
 - Treasurer
 - Public Relations Officer
 - Equipment Officer
 - 1st Year Liaison Officer
 - Events Officer
 - Dungeon Master Coordinator
 - Two Ordinary Members
- 4.7 The Term of Office of these elected officers shall be one academic year.
- 4.8 A person shall not hold the same office for more than 2 years.

5. **Election of the Governing Executive Committee:**

- 5.1 The Committee Members shall be democratically elected at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM), The first year officer shall be elected at the first meeting of each new academic year.
- 5.2 To seek election to the Committee, each candidate must have 2 nominations by current members of the society,

6. **Duties of the Governing Executive Committee:**

6.1 **The Chairperson**

- 6.1.1 The Chairperson shall be the Chief Officer of the society whose functions include chairing all meetings of the committee, leading the direction of the society and officiating at meetings of the society.
- 6.1.2 Only members who have served on the D&D Soc Committee for at least 1 year are eligible to become Chairperson. In the event that no committee member steps forward to fill this space, nominations may be opened to non-committee members.
- 6.1.3 The Chairperson of any meeting shall have an ordinary vote at committee meetings and meetings of the society. In the event of a tied vote on any matter they shall have the casting vote.

6.2 **The Secretary/Accessibility and Inclusion Officer**

- 6.2.1 The Secretary's function shall be to deal with all correspondence and records of the society.
- 6.2.2 The Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the society when requested by the committee.
- 6.2.3 The Secretary may keep a record of authorization of expenditure.
- 6.2.4 The Secretary shall give notice to all members of the society's meetings, events, and functions. Additionally, will make the minutes public to all members within 4 days of any such request (6.3.2).
- 6.2.5 The Secretary shall assist the Public Relations Officer (PRO) to organize fundraising events and sponsorship where necessary.
- 6.2.6 The Secretary shall assist the Chairperson in all their duties.
- 6.2.7 The Secretary shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the society or executive) if the Chairperson is absent or is unable to perform their duties.
- 6.2.8 As of 2021/22, the Secretary is also responsible for the duties of **Accessibility and Inclusion Officer**, ensuring that all events are accessible to students and securing aid for students with special needs. This role may be added as an additional committee member in future should the committee wish to add it.

6.3 **The Treasurer**

- 6.3.1 The Treasurer's function shall be to administer the funds of the society and to maintain accounts and budgets.
- 6.3.2 The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the regulations set down by the Society Life Committee of DCU.
- 6.3.3 The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall also keep a record of who authorized various expenditures and shall issue receipts.
- 6.3.4 The Treasurer shall sign all cheques and withdrawal forms for the Society's bank account.

6.4 The Public Relations Officer

- 6.4.1 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.
- 6.4.2 The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the society and to give notice to all members of these contributions.
- 6.4.3 The Public Relations Officer shall facilitate and organize sponsorship deals for the society
- 6.4.4 Official Social Media Accounts are as follows: Twitter, Facebook, Instagram, Snapchat, Committee Gmail Account, Discord

6.5 The Equipment Officer

- 6.5.1 The Equipment Officer shall be responsible for the fixed and current assets of the society in compliance with the regulations set down by the Society Life Committee.
- 6.5.2 The Equipment Officer shall maintain a record of all fixed and current assets belonging to the society and will report an inventory list to the committee at the start and end of the academic year.
- 6.5.3 The Equipment Officer is responsible for ensuring proper equipment is present at every event held during the academic year

6.6 First Year Liaison Officer

- 6.6.1 The First Year Liaison Officer shall garner as many new members to the society as possible.
- 6.6.2 The First Year Liaison Officer shall aid all new members in engaging and developing within the society.

6.7 Events Officer

- 6.7.1 The Events Officer shall coordinate and work with the executive committee to ensure events are held on a regular basis within the society.
- 6.7.2 The Events Officer shall ensure a diverse range of events are held.
- 6.7.3 The Events Officer shall ensure that there is a review of events periodically and take information from this review in addition to external feedback, to improve future events.

6.8 Ordinary Member

- 6.8.1 Each Ordinary Member of the executive committee shall play an active role in aiding each officer in completing their roles.

6.9 Dungeon Master Coordinator

- 6.9.1 The Dungeon Master Coordinator shall act as a liaison between Dungeon Masters and the Executive committee
- 6.9.2 The Dungeon Master Coordinator shall ensure Dungeon Masters meet on a regular basis to discuss ongoing campaigns

6.9.3 The Dungeon Master Coordinator shall contact Dungeon Masters ahead of time to ensure attendance at ongoing events.

7. **Dismissal and Resignation of Committee Members:**

No member of the committee shall be dismissed from office unless:

- Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the society is received 4 working days prior to a general meeting at which such a resolution shall be debated.
- Quorum of Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

A resolution to dismiss a committee member shall be passed by a simple majority vote at the relevant and quorate meeting.

A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee member(s) until a by-election can be held to re-elect a new person to the position.

8. **Meetings:**

There shall be an Annual General Meeting (AGM) held each year.

The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).

Elections for the offices of the Governing Executive Committee shall take place at this meeting.

A quorum of the meeting shall be 2 Governing Executive Committee members and 10% of the ordinary membership.

The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the society).

An Extraordinary General Meeting (EGM) shall be convened if:

- 10% of the ordinary membership of the society requests such a meeting in writing.
- A quorum of the Governing Executive Committee requests such a meeting in writing.
- A vacancy on the current committee occurs and there is a need to elect a replacement.

Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).

Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting.

At a meeting, a member may propose a resolution relating to the business of the Society. The resolution shall be voted on by a show of hands and a declaration by the Chairperson that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.

In the event that the Chairperson's resolution is challenged a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the Chairperson ~~or the Vice-Chairperson~~ (where requested by the general meeting).

No resolution may contravene DCU policy or Society Life Committee.

9. **General:**

- 9.1 There shall be a President of the Society who shall be a staff member in compliance with the regulations set down by the Society Life Committee.
- 9.2 The membership fee for the Society shall be in compliance with the conditions set down by the Society Life Committee.
- 9.3 Each member of the Society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4 In the event of a clash with the Society Life Committee Constitution, the Society Life Committee Constitution shall take precedence above this constitution and is subject to Sports Society's Committee at all times.
- 9.5 In joining the Society, members agree to be bound by the rules and regulations of the Society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), Society Life Committee shall rule on the matter and its decision is final.

10. **Amendments to this Constitution:**

- 10.1 Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered.
- 10.2 A proposal to amend this Constitution must receive the approval of 50% of the members present and entitled to vote at the relevant meeting.